

**AMENDMENT TO THE SPECIFICATION**

Please replace paragraph [0008] beginning on p. 4 of the specification with the following paragraph:

[0008] One embodiment of the present invention is a system for acquiring and managing digital records for an organization. The system receives a request for an action on a digital record that includes predefined critical elements. The system then presents one or more profiles for at least one of the critical elements. The critical elements and the profiles incorporate the digital record management policy and procedures of the organization. A computer readable medium is provided having instructions stored thereon that, when executed by a processor, cause the processor to: in response to a received request for an action on a digital record comprised of a plurality of critical elements, display a menu of one or more profiles for at least one of the critical elements, wherein the profiles incorporate digital record management procedures; and in response to a received selection of one of the one or more profiles, execute the action.